

 <p><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	27-12-07	4
<p>Authority/References KRS 196.030, 196.035, 439.310, 439.250-439.555</p>	Date Filed	Effective Date
	March 12, 2012	May 4, 2012
Subject		<b>ADMINISTRATIVE CASELOADS</b>

## I. DEFINITIONS

“Administrative Case” means the case of an offender who has scored at a very low level on a standard risk and needs assessment used by the Division of Probation and Parole and who has completed all special conditions of supervision except for remaining monetary requirements and community service hours.

“Administrative Caseload” means a group of cases comprised of administrative cases, absconders who have been on that status for more than thirty (30) calendar days, and Interstate Compact eligible offenders already in the receiving state under proper reporting instructions.

“Administrative Specialist” means a non-hazardous employee of the Department of Corrections charged with the monitoring of administrative cases.

“Field Contact” for the purposes of this policy means any contact made outside of the office setting with offenders, offender families, or any other collateral source.

“Personal Contact” for the purpose of this policy means any face-to-face contact with an offender of any supervision level.

## II. POLICY and PROCEDURE

A. The Director of the Division of Probation and Parole shall establish Administrative caseloads for offenders who score very low on the risk and needs assessment.

1. Administrative cases shall be supervised by an Administrative Specialist, except for sex offenders scoring at a very low level on the risk and needs assessment who shall be supervised by an officer.
2. Offenders shall be eligible for administrative supervision based on the following criteria:
  - a. Offenders scoring very low on the risk and needs assessment may be considered for supervision at the administrative level.

Policy Number	Effective Date	Page
27-12-07	May 4, 2012	2

- b. Administrative cases shall have completed court or parole board ordered special conditions of supervision with the exception of monetary obligations or community service hours, which shall be monitored by the administrative specialist.
- c. An offender previously supervised on a higher level of supervision who scores lower on the risk and needs reassessment and who has achieved the case plan objectives may be placed on administrative supervision with supervisory approval.
- d. Supervision cases in absconder status which are not eligible for transfer to a specialized absconder unit.

3. Offenders not eligible for administrative supervision:

- a. Offenders shall not be eligible to remain on administrative supervision if the following violations occur:
  - (1) Offender does not provide documentation of fulfilling financial obligations to the releasing authority;
  - (2) Offender receives a new arrest, pending charges, or engages in criminal activity;
  - (3) Offender admits to the use of alcohol or controlled substances or submits a positive drug or alcohol test; or
  - (4) Other violations of similar magnitude.
- b. The offender may be returned to a higher level of supervision, assessed for appropriate treatment options, or returned to the releasing authority for violation proceedings. Violations shall be responded to per CPP 27-15-01 (Investigating and Reporting Violations and Unusual Incidents) and CPP 27-15-03 (Graduated Sanctions and Discretionary Detention).

4. Offender management system entry

For the purposes of entry in the offender management system, offenders who score very low on the risk and needs assessment shall be considered the same as administrative level, unless the offender management system is modified.

B. Presumptive Administrative Supervision

- 1. Probation and Parole shall place an offender on presumptive administrative supervision if the offender meets the requirements in KRS 439.3105(5). The officer shall determine if the:

Policy Number	Effective Date	Page
27-12-07	May 4, 2012	3

- a. Offender has successfully completed twelve (12) months of supervision; and
  - b. Releasing authority does not prohibit administrative supervision for the offender.
2. Presumptive administrative supervision may be overridden with supervisory approval, if the offender:
  - a. No longer achieves goals established in the offender's case plan;
  - b. Violates the terms of supervision, unless the violation is a minor violation handled by informal response pursuant to CPP 27-15-03 (Graduated Sanction and Discretionary Detention);
  - c. Has an increase in the score for the risk and needs assessment; or
  - d. Has supervision compliance issues of a similar magnitude.
3. The supervisor shall document an override of presumptive administrative supervision in the offender management system.
- C. The Administrative Specialist shall monitor offenders at an administrative level of supervision in accordance with CPP 27-12-01 (Case Classification). The Administrative Specialist shall:
  1. Conduct quarterly records check.
  2. Document financial obligations mailed monthly to the Administrative Specialist.
  3. Collect quarterly mail-in-reports with accompanying verification of financial obligations or community service hours.
  4. Develop a case plan as outlined in CPP 12.2 (Case Planning).
  5. Complete standard reassessments annually per CPP 12.1 (Risk and Needs Assessment).
  6. Complete a reassessment if the offender's situation has changed substantially or when qualifying events prompt the need for reassessment and subsequent amendment of the case plan.
  7. Complete a risk and needs reassessment, override the score to a higher supervision level, and transfer the case to an officer, if an offender no longer meets the eligibility criteria for administrative supervision or otherwise cannot be monitored as an administrative case.

Policy Number	Effective Date	Page
27-12-07	May 4, 2012	4

- D. The position of Administrative Specialist shall be filled by an employee from a clerical or administrative classification and shall be governed by the restrictions of such classification.
1. An Administrative Specialist shall not conduct field contacts.
  2. An Administrative Specialist shall not conduct, monitor, or otherwise participate in any activity involving bodily fluids including, but not limited to:
    - a. Drug testing
    - b. DNA collection
  3. An Administrative Specialist may be used for other administrative activities not outlined by this policy if caseload and workload allow.